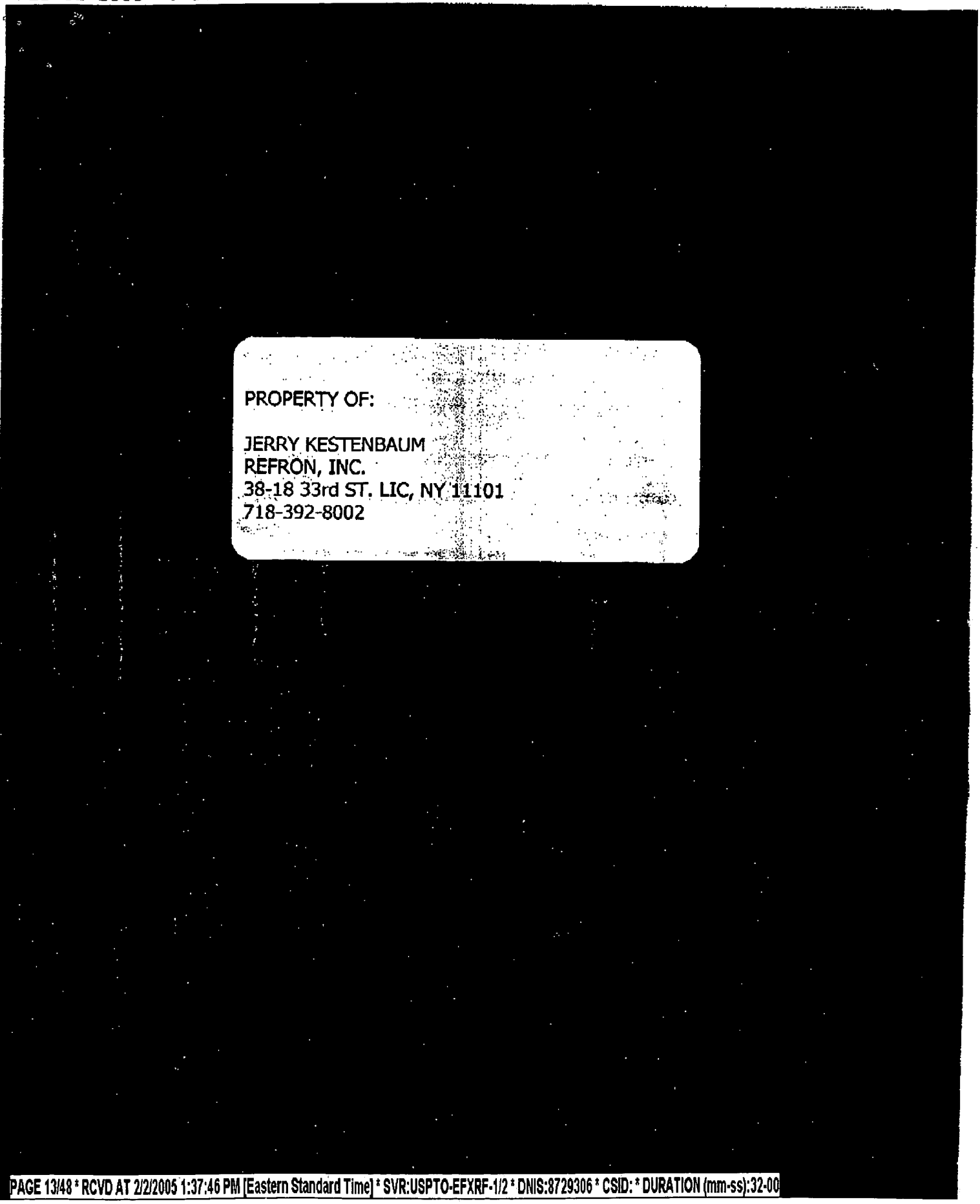
EXHIBIT A

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Building-Link[sm]

A product of BuildingsOnline, LLC

Building-Link is an internet-based ASP database service, which stores and retrieves all information needed for the day-to-day administration of larger commercial or residential buildings. It coordinates communication and information sharing within a building, between resident/tenant, doorman/frontdesk, superintendent, and property manager, in a secure manner. It is designed as a structured, Intranet communications environment, in which access to its pages, information and communications tools are limited to its intended building audience. The basic modules include resident record keeping, maintenance request logging and oversight, package and delivery tracking, instructions to front desk, display of management notices and documents, tenant/resident bulletin board and emergency situations instructions retrieval. Additional modules include comprehensive preventative maintenance scheduling and tracking, and interfaces with a variety of building staff each of which have access to data relevant to the performance of their jobs.

General Functionality

Resident Profile online functions:

Store data on where you can be contacted, personal preferences, fire or medical emergency information
Leave temporary instructions for front desk/doorman.
Display info on inbound packages at the ront desk, or packages left for pickup
Change password
Read New and previous management notices, and procedures
Print out management-required forms
Respond to survey questions submitted by management
Submit, track and close out maintenance/repair requests
Post notices to and read the tenant/resident bulletin board
View address book of building management and tenants/residents
Reserve a defined building resource (conference room, service elevator), and see availability

Doorman/Front desk Profile online functions:

Read, Record, Edit tenant/resident instructions to front desk – including entry and key-holding instructions
Read/Update tenant/resident contact information and emergency information as necessary (requires special password and sends notification)
Read New and previous management notices to front desk, including list of daily work orders and contractors
Record incoming packages, individually or in batch mode
Record resident pick-up of incoming packages
Display Packages-Waiting screen on alternate monitor
View address book of building management and tenants/residents

Superintendent/Maintenance Profile functions:

Read / respond to tenant/resident maint. requests, including closing, reopening and setting charge-back costs
Enter new requests, maintenance categories, equipment and inventory items
Prioritize, print, or defer list of open maintenance requests (summary/detail, by date, urgency, category)

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Use and modify "Quick response" buttons to respond efficiently to most requests (i.e. "got it" "done")
Read New and prev. management notices to front desk, including list of daily work orders and contractors
View address book of building management and tenants/residents
View, prioritize, respond to and close scheduled maintenance tasks from Preventative Maintenance database.

Managing Agent Profile functions:

Update all building-specific information and options
Define all Package types, Front desk instructions Types and maintenance categories
Via Address book, send email to some or all residents
View an individual tenant/resident's data
Post new documents to Library and What's new section (& notify residents by e-mail)
Upload scanned-in forms to library
Review past due resident packages, front desk instructions, repair requests.
Post new survey questions, List and summarize survey question results
Create or change custom building-specific fields
Maintain Users and passwords
Review the screens that appear for tenants, doorman, superintendent
Select and View (or print) outstanding maintenance requests for selected parameters, in summary and detail (selection parameters: date, urgency, category, last note by)
Read and remove items from resident bulletin board
Approve or deny tenant reservation requests for defined Resources (i.e. service elevator)

Building Security Officer Profile functions:

Maintain building-specific application options and parameters
Maintain building-wide data (private & public, i.e. fire dept. info)
Issue User ID's and passwords / Reset passwords
Clear/Setup new Resident records
Remove undesirable postings to bulletin board

Parking Garage Profile functions:

- Display/List car#'s by pick-up time
- Garage: Show the following Tenant fields: Car Identification#, Model, License Plate, Special pickup time: Date/Time, Standing pick-up times: Monday: Time: xx:xx [] AM [] PM Tuesday: etc.
 Suspend schedule (i.e. Vacation) : Car will not needed from (enter dates) xx/xxx/xx to xx/xx/xx

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List of Modules:

CURRENT:
Resident/Tenant Profile
Library/Infocenter, (Notices, scanned forms)
Maintenance request tracking
Bulletin Board
Address Book
Building Configuration
Scheduled maintenance
Maintenance Expert-System
Front Desk Instructions - PIEs
Package Delivery/Pickup monitoring/recording
Survey question
Resource reservation

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Data Files & Fields

Resident Data Record:

- Unit#, Link-to Unit# (if two units combined),
- Name, name of all residents, pets,
- Home phone# , work phone#-& description, other phone#s and descriptions, (check-box for all that are best to use -or rank order 1,2,3?) , fax#, e-mail address,
- How do you prefer to get notices from management? [] mail [] fax [] e-mail
- Package Delivery instructions: [] hold all packages, dry cleaning etc. at the desk []okay to give to (housekeeper? Office staff?) ?? [] other _____ (radio button, pick one)
- Entry/Access instructions: Permanent entry list: The following people are allowed to enter the apartment at will:
- Temporary Apartment entry permissions: (permanent residents should be entered on the Permanent Entry List instead) Name: ID required? [] Entry allowed From (date): xx/xx/xx [] Until this date: /xx/xx or [] Until further notice. (Repeat how many times? Or just do this free-form?)
- Doorman instructions: Permanent:_____ Temporary:_____ (expire date?)

- Keyholding: (Check ALL that apply) [] Superintendent has key. [] The following additional person has a key: (Please provide the name and contact information).
- Alarm: Is the apartment alarmed []. If Central Sation, provide name & phone# of central station company: Who should be contacted if the alarm is triggered? Who should be contacted to turn off the alarm in an emergency? Phone# if different
- Emergency instructions: Emergency contact name and phone#, Fire emergency information, Medical emergency information (condition, doctor, medications)
- Window guard information: [] I have windowguards installed [] I do not have children under age ??, [] etc. Last updated: (automatically) By: (mandatory)

- Garage: Car Identification#: Model: License Plate:
 Special pickup time: Date: Time:
 Standing pick-up times: Monday: Time: xx:xx [] AM [] PM
 Tuesday: etc.
 Suspend schedule (i.e. Vacation) : Car will not needed from (enter dates) xx/xxx/xx to xx/xx/xx

- Last updated: By:

Building Data Record:

- Building Acct#, webname, actual name, address, phone, fax, e-mail, billing contact, technical contact,
- Residential/Commercial flag, custom graphics file for banner, window-guard module No-Yes-Force-completion, Parking module flag, Fire dept module flag, RFQ module flag
- Security Officer name and userid, Password of security officer

Send/Receive Messages

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- To be determined

Bulletin Board

- To be determined

Chat Room

- To be determined

Maintenance request

- To be determined
- Must include category field (i.e. electric, plumbing etc.)

Preventative maintenance checklist.

- To be determined

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Specific Function Notes

General

- Emergency Access Password: Some resident record fields can only be accessed by others via entering the emergencies password
- Emergency Access Notification: When emergency password is activated, a notice should be sent to management and to the resident that record was accessed)
- Alternate Profiles Vault: Allow residents to keep more than one profile stored. Save/Restore an alternate profile. Upon Restore, provide warning to check all data to see if still accurate, or force review of data. Upon Restore, set new "updated date and by" values?
- Help Function: Need help? SEE SAMPLE screens.(in new pop-up box)

Navigation / Display

- Display: Allow switching from Graphics/Text mode
- Navigation: For Resident record update, allow selection of Review mode, or Update mode, or Review-Update entire record (steps through each screen just using the Next-Prev buttons)
- Display: Display record in Printable format. Several options?
- Display: Should we allow the unit owner to customize the appearance of user screen. Which modules, tabs etc are first-second-third, (are active/inactive?) Maybe not a good idea to allow customization, it makes telephone tech support and instructional literature harder to do.
- Display: Create an "INTERACTIVE" tab/button, for messages, surveys etc.? or use a status bar:
 Interactive Event Status Bar:
 Display messages/surveys waiting: Messages Read: 1 Unread: 2 Surveys Completed: 0
 Incomplete: 3
 Packages waiting: 1 "See packages detail" button.
 (put a Read New Messages and a Respond to New Survey button, blinking)
- Navigation/Display: For Resident Record, at bottom use "Next Screen-→" and "←--Prev Screen" buttons, or use a "Tabbed file" metaphor.
- Display: Should the user screen open up to the last view, or to the default view?

Doorman/Frontdesk

- Log-In screen, must have option for quick log-in of alternate doorman/porter - or multiple simultaneous log-ins
- Allow a second window - or a Back-button option, so that if a tenant needs to enter data at the doorman's desk, it can easily be switched to a resident record entry mode with a new sign-on
- Basic screen should have a few "Goto" options: Retrieve Resident Record for apt#: [] *{Go}*
 Search by Resident last name [] *{Go}*
 Enter package receipts {Pkgs-in}
 Packages waiting alert screen {Pkg-Display}
 Send message to Super, to Managing Agent

("urgent" flag)

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RFQ

- Submit an RFQ to the various service trades. Specify response by fax or e-mail, or by phone. Rate the various service trades after service is completed.

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Questions

Security, Legal, Audit

In addition to Unit password, should we have separate user id's for different occupants, so we can know who is updating the records?

What kind of legal disclaimer do we put in, in event of emergency and system does not do what the emergency requires? In the event of security breaches? Other contingencies? Who needs to sign off on it - the building or each user?

How do we handle permissions to work with the various profiles? In the User record? Or in a separate security file? A User-and password can be logged in by Security person to be a resident (only his record can be viewed), a doorman, super, manager, or multiple permissions. Default profile type must be stored. Also, esp. for doorman, authority to view vs. Change.

How do I track "Last updated" By and Date for all, especially for the resident record? By section? Or for the whole record?

Packages

Create aView package history function? (For completed received packages?)
Do we want to track outbound packages (left for pickup)?
We will move the Packages-Waiting alert screen to 2nd screen, or on both screens. How do we program that screen to update itself at intervals, or after a change to the package received or picked up data for any unit?

Messages

Should messages between Residents and manager etc., or between doorman and Super or managing agent, go via our website? Or go via E-mail? Esp. urgent mail, how often will it get read if only on our website?

Websites to look at:

www.techex.com
www.peapod.com (clean look)
www.aboutmyhealth.net (database, message lines, tabbed format)
www.tradeout.com (tabbed format)

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